



*Florida Institute of Technology*



## TSA Registration Process for Non-United States Citizens

*Welcome to Florida Tech's Aviation programs. We are very happy that you have chosen to join us and we look forward to assisting each of you in every way possible.*

Because of recent changes related to aviation security, some of the rules have changed regarding flight training. In order to help you with the process, we have compiled some information that will help you with the new rules and paperwork requirements involved. To help avoid problems or delays, doing as much of this as possible ahead of time will significantly speed the process along.

All non-U.S. citizens will be required to show a current passport and visa. Copies will be made and placed in your flight training files at FIT Aviation. Student Services will also make a copy of your I-20 and I-94 Forms.

If enrolling in **Private, Instrument or Multiengine** training, please review and follow all the registration steps detailed below. Steps 1 – 6, should be completed prior to your arrival in order to expedite the process and make sure that everything is in order.

This registration process is completed through a website which makes it easier to complete and submit the necessary forms.

### **Step 1: Candidate Notifies Flight School**

Please notify the flight school that you will be applying to for training.

For new students, contact Sherry at [rogerss@fitaviation.com](mailto:rogerss@fitaviation.com) specifying your name and the course you will be enrolling in as well as your approximate starting date.

For returning students, simply specify the course number you will be registering for.

### **Step 2: Candidate Creates Login**

- Please go online and create your candidate login at [www.flightschoolcandidates.gov](http://www.flightschoolcandidates.gov). Click on "Create New Student Account" and enter the required information.
- You will be provided a user ID immediately after submitting the required information.
- Your password will be sent to you via e-mail within 24-48 hours.

### Step 3: Candidate Applies for Training

Complete the candidate training application after receiving the e-mail with your ID and log in to the site. Specific instructions for online application are included in the website's help menu. It is important for you to have the following information on hand to complete the application:

- Your Passport
- Your Visa
- Your Pilot Certificate (if you have one)
- Addresses where you have lived for the past 5 years.

On the TSA website:

In *Item 6* of the application: **Employment**, enter student as your occupation. Do not list work study jobs. For **Employer**, enter F.I.T. Aviation. For **Contact Name**, enter Sherry Rogers. For **Employer Phone Number**, enter 321-674-6504. For **Employer Email**, enter rogerss@fitaviation.com.

In *Item 7: Training details* enter as the course name either “*Private Pilot Certification*”, “*Instrument Rating*”, or “*Multiengine Rating*”. The **training end date** should be your estimated graduation date. **State:** *Florida*, **Provider Name:** *F.I.T. Aviation*.

|            | Course ID | Class name                | A/C Type  |
|------------|-----------|---------------------------|-----------|
| Private    | AVF 1001  | Cat 3: Initial License    | PA-28-161 |
| Instrument | AVF 2001  | Cat 3: Instrument Rating  | PA-28-161 |
| Multi      | AVF 2102  | Cat 3: Multiengine Rating | PA-44-180 |

**Start date:** *First Day of Semester* (for F.I.T. Students), or **Expected Start Date** (for retail customers).

**Stop date:** **One year minus one day from start date.**

In *Item 8: Request category*, select **category III**.

### Step 4: Flight school acknowledges training request (completed by FIT Aviation)

• F.I.T. Aviation will be sent an email from the TSA requesting confirmation of your training request after you have submitted it.

• Your application needs to be complete and accurate for F.I.T. Aviation to validate your request.

**If your application was denied, contact Sherry at rogerss@fitaviation.com 321-674-6504.**

### Step 5: Candidate Instructed to Pay Fee

• Once F.I.T Aviation confirms your request, you will be e-mailed instructions to pay the \$130 processing fee (*payable by credit card only*). This fee goes to TSA, not Florida Tech.

**Step 6: Flight School and Candidate Receive TSA Acknowledgment**

- Upon receiving your payment, the TSA will e-mail both you and FIT Aviation an acknowledgement that the proper documents and the application and fee have been received.
- You will then receive instruction for submitting fingerprints.
- If there is anything missing or incorrect on your application, you will receive an email specifying the missing or incorrect information. If this is the case, promptly resubmit the correct information.

**Step 7: Candidate Instructed to Submit Fingerprints**

Fingerprinting will be done at the Police Department. Fingerprinting is provided by appointment ONLY. Please contact Mark Stephens at 321-674-6507 or [mstephens@fitaviation.com](mailto:mstephens@fitaviation.com) to setup an appointment.

**You need to bring the following items with you for fingerprinting:**

1. Two forms of photo identification, one of which must be a current Passport.
2. Fingerprint Instruction email from TSA.

**\*NOTE\* You may not bring bags, backpacks, or purses to the appointment.**

**Step 8: Flight School and Candidate Receive TSA Approval**

- TSA will determine if you are eligible to receive flight training and they will notify FIT Aviation and you, of their decision. Once permission is granted, you may now begin your flight training.

**Step 9: Flight School Takes Photo**

- FIT Aviation will take your photo when you arrive for the first day of flight training which will be uploaded to the TSA.